



## **HOW TO THANK YOUR ELECTED OFFICIALS**

All grantees are required to thank their state and federal elected officials\* for supporting the Nevada Arts Council and the National Endowment for the Arts. Grantees must submit copies of these letters/emails to the NAC to remain in compliance.

*\*Federal Officials include the President, Vice President and Congressional Representatives from your registered district (Senate and House of Representatives). State Officials include the Governor, Lieutenant Governor, and State Representatives from your registered district (Senate and Assembly).*

1. **Compose your thank you letter:** Include the NAC grant you received, describe your appreciation of their support for arts funding, and describe how you/your organization used the grant funding. If sending letter via VoterVoice, the character count in the system is 2400 max.

### **Option A: Send letter via VOTERVOICE**

- Go to: <https://votervoice.net/fb/NVARTS/home>
- On the right side of the webpage under “Find Officials” enter your zip code and address then click on the arrow to continue
- Select your State and Federal Elected Officials by clicking the boxes next to their names
- Click “Compose Message”
- Enter your subject and email body text
- Enter your email address and zip code, click “Continue”
- Enter any additional information needed, click “Send Message”
- If required, enter a topic, click “Send Message”
- **Forward the confirmation email to [grants@nevadaculture.org](mailto:grants@nevadaculture.org) or attach to your Final Report (this email can take up to 24 hours to appear in your inbox).**

### **Option B: Send letter via US MAIL**

- To find your elected officials' address/contact information go to: <https://votervoice.net/fb/NVARTS/home>
- On the right side of the webpage under “Find Officials” enter your zip code and address then click on the arrow to continue
- Click on each elected official's name to see their contact information
- **Send a copy of each letter by mail, fax or email to NAC (info below) or attach letters to your Final Report.**

*Mail: NAC Grants Program, 716 North Carson Street, Suite A, Carson City, NV 89701*

*Email: [grants@nevadaculture.org](mailto:grants@nevadaculture.org)*

*Fax: 775.687.6688*